Good Afternoon FAT team members

As part of the original ACAS project money was allotted to the Digital Imagery and Record Retention. This project is moving forward and Finance will be a part of the initial project. Currently the steering and standards committee have been formed and have been meeting.

The steering committee has requested the following functional areas to develop teams to determine what the needs within their functional areas are. The functional areas are: Student services, Finance, Research, Human Resources and Departmental

The Finance committee will be made up of the FAT Team. Overall guidelines for the project will be sent to each of you by Russ O'Hare. There is other information about this project on the website – www.alaska.edu/controller/projects/

Our responsibility will be to determine what are our needs for digital imaging, what documents to image and why. Once these items are identified a retention schedule for the documents will be developed. Each of are responsible for your MAU needs in the areas of Accounts Receivable, Accounts Payable, Budget, Fixed Assets, Grants and Contracts, General Accounting (such as JV's, and other documents), and Procurement. I am attaching a spreadsheet from the early 90's on what was being fiched or filmed at the time as a starting point to help get us thinking.

I am proposing an audio meeting on either January 19 or January 20 from 1:30 to 3:00pm, please let me know what works the best of each of you. At the meeting we will discuss our charge and plan of attack.

If you have questions please let me know.

Raye Ann